

## RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.  
A Cal RIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION REHABILITATION		(2) AGENCY BILLING CODE 78031		(3) PAGE 1 OF 15 PAGES
(4) DIVISION/ BRANCH/ SECTION EMPLOYMENT PREPARATION SERVICES SOUTH DIVISION		(5) ADDRESS 2000 EVERGREEN STREET, SACRAMENTO CA 95815		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER A-0031	(10) SCHEDULE DATE May 10, 2006	(11) NUMBER OF PAGES 15	(12) CUBIC FEET (Total Schedule) 19.90
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER A-0025	(14) APPROVAL NUMBER 00-009	(15) APPROVAL DATE 2/8/00	(16) PAGE NUMBER (S) REVISED - All
(17) MISSION/FUNCTIONAL STATEMENT: PLEASE SEE PAGE TWO (2).				

## PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Shirley P. Poyner</i>	(19) TITLE DEPUTY DIRECTOR - EPS/SOUTH	(20) PHONE NUMBER (916) 263-8772	(21) DATE SIGNED 5/22/06
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Tracy Brehm</i>	(23) CLASSIFICATION STAFF SERVICES ANALYST	(24) NAME (Printed or Typed) Tracy Brehm	(25) PHONE NUMBER (916) 263-7414	(26) DATE SIGNED
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## PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT <i>John E. Lora</i>	(28) APPROVAL NUMBER 06-105	(29) DATE SIGNED 6/8/2006	(30) EXPIRATION DATE 6/8/2011
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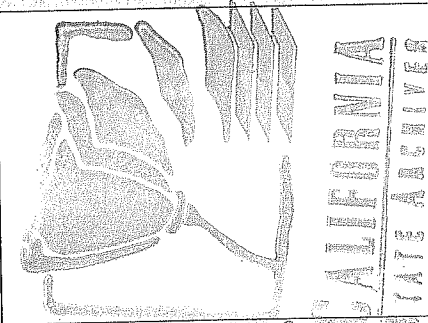
## PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☐ Contains no material subject to further review by the California State Archives
- (32) ☒ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE  
*Linda Johnson*

(34) DATE SIGNED  
6/28/06



06-105

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS  (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<p><u>MISSION STATEMENT:</u></p> <p>The Department of Rehabilitation (DOR), as a recipient of federal and state funds is covered by Section 504 of the Rehabilitation Act of 1964, California Administrative Code Title 22, California Government Code Section 11135 et., Seq. of other federal and state laws, and Executive Orders which prohibit discrimination.</p> <p>The Employment Preparation Services-Southern Region (EPS-South) oversees and manages the delivery of services for the Federal Title I Vocational Rehabilitation Program for the southern portion of the state.</p> <p>Another section (A-0015) and Field Offices (A-1000) have separate records retention schedules within EPS-South Division.</p>								<p>SAM-State Administrative Manual RAM-Rehabilitation Administrative Manual Retention Criteria:</p> <p>ADMINISTRATIVE RECORDS: RAM Chapter 20, unless otherwise noted.</p> <p>PROGRAM RECORDS: Program Administrator decision, unless otherwise noted.</p> <p>EXEMPTION FROM DISCLOSURE: Government Code Section (6254 (c) Access to Data Subject to I.P.A. 1798.5</p> <p>DESTRUCTION CRITERIA: Confidential Destruction</p>

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	06 105 RETENTION				PRA (Exempt) & IPA (47)	REMARKS  (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>ADMINISTRATIVE RECORDS</u>								
1	1.5		CHRONOLOGICAL FILE	P	2				2		Previously RRS A-0025, Item 1 <u>Retention Criteria:</u> Program Administrator decision. <u>Destruction Criteria:</u> Recycle
2	.5		TRAVEL CLAIMS	P	1				1	X, I	Previously RRS A-0025, Item 2 <u>Retention Criteria:</u> Retain at least one year from end of fiscal year. Office copies only, RAM Chapter 20.
3	.5		DRIVING RECORDS To Include but not limited to: • STD261 Authorization to Use Privately Owned Vehicles • Driving Reports	P	Current				Current	X, I	Previously RRS A-0025, Item 3 <u>Retention Criteria:</u> SAM 1600 AT-1, Retain until superseded or canceled.
4	.5		ATTENDANCE RECORDS: • Individual Leave Statements • Individual Attendance Summary	P	Current				Current	X, I	Previously RRS A-0025, Item 4 <u>Current:</u> Until verified with Human Resources Section. <u>Retention Criteria:</u> RAM Chapter 20

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
5	1		PERSONNEL WORKING RECORDS: To Include but not limited to: <ul style="list-style-type: none"> <li>Personnel &amp; Health Benefits Documents</li> <li>Duty Statements, Work Schedules</li> <li>Emergency contact information</li> <li>Training Records</li> </ul>	P		Current +2			Current +2	X, I	Previously RRS A-0025, Item 5 <u>Current:</u> Length of employment <u>Retention Criteria:</u> RAM Chapter 20. Office copies only. Official Records in Department's Human Resources Section.
6	1		SUPERVISORY WORKING RECORDS To Include but not limited to: <ul style="list-style-type: none"> <li>Documentation for performance appraisals, adverse actions, etc.</li> <li>Referrals to employee assistance programs.</li> <li>Other documents used by immediate supervisor in carrying out management responsibilities.</li> </ul>	P		Current +1			Current +1	X, I	Previously RRS A-0025, Item 6 <u>Current:</u> Length of employment, unless a personnel action is pending. <u>Retention Criteria:</u> RAM Chapter 20, documents of negative nature should be destroyed after 3 years unless an adverse action is pending.
7	1		GRIEVANCES & EMPLOYEE COMPLAINTS	P		Current +3			Current +3	X, I	Previously RRS A-0025, Item 7 <u>Current:</u> Until decision made <u>Retention Criteria:</u> SAM 1600 AT-1; Three years for reference and possible appeals. <u>Do not file in Personnel Folder.</u>

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
8	1		ORAL EXAM PANEL RECORDS	P	1				1	X, I	Previously RRS A-0025, Item 8 Retention Criteria: RAM Chapter 20
9	1		RECRUITMENT RECORDS: • Includes job applications, certification lists, etc.	P	Current		+2		Current +2	X, I	Previously RRS A-0025, Item 9 <u>Current:</u> Until interview process completed and hire made. <u>Retention Schedule:</u> SAM 1600 AT-1 and RAM Chapter 20.
10	.5		ACCOUNTING RECORDS: To include but not limited to: • Telephone bills & Calling cards • General Services Charge cards	P	1				1		Previously RRS A-0025, Item 10 <u>Retention Criteria:</u> Retain for one year from end of fiscal year. Office copies only, RAM Chapter 20. <u>Destruction Criteria:</u> Recycle
11	.5		PROCUREMENT RECORDS: To include but not limited to: • Requisitions (STD, 5, 65, 66, 115, & 116) • Stock Received Reports	P	1				1		Previously RRS A-0025, Item 11 <u>Retention Criteria:</u> Retain for one year from end of fiscal year. Office copies only, RAM Chapter 20. <u>Destruction Criteria:</u> Recycle
12	.5		PROCUREMENT AUDIT FILE: To include but not limited to: • Copies of all purchase orders & estimates, regardless of cost • Price Quotes, Bids	P	7				7	X, I	Previously RRS A-0025, Item 12 <u>Retention Criteria:</u> Per Departmental and Federal requirements, to be retained until after State, Federal & Departmental audits, or four (4) years whichever occurs first.

06-105

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
13	.5		PROCUREMENT INCOMPATIBLE ACTIVITIES STATEMENTS	P		Current			Current		Previously RRS A-0025, Item 13 <u>Current:</u> Length of employment <u>Retention Criteria:</u> Title 9, California Code of Regulations, Sections 7412-7413
14	.5		PROPERTY RECORDS: • Admin. Equipment Inventory • DR152 Property Survey Report • DR158 Property Survey Report	P		Current			Current		Previously RRS A-0025, Item 14 <u>Current:</u> Until updated or deleted from property inventory <u>Destruction Criteria:</u> Recycle
15	.1		STATE VEHICLE RECORDS: To include but not limited to: • STD273 Monthly Travel Log • STD271 Automotive Maintenance Record • Billing Records	P		1			1		Previously RRS A-0025, Item 15 <u>Retention Criteria:</u> SAM 1600 AT-3 Retain at least one year from end of fiscal year. <u>Destruction Criteria:</u> Recycle
16	.1		RECORD MANAGEMENT RECORDS: To include but not limited to: • STD 73 Records Retention Schedule	P		Current			Current		Previously RRS A-0025, Item 16 Retain as current until revised <u>Note:</u> Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current
17			RECORD MANAGEMENT RECORDS: • STD 70 Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference of analysis, whichever is later

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS  (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

18

## RECORD MANAGEMENT RECORDS

- STD 71, Records Transfer List

P

Current

Current

Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later

19

1.5

**NOTIFY  
ARCHIVES**

## PROGRAM RECORDS

EPS SOUTH CORRESPONDENCE:  
To include but not limited to:

- Monthly Reports to Chief Deputy Director
- Deputy Director Correspondence, Chrons, Memos
- Regional Correspondence
- EPS South Minutes, Memos, Terminal Messages
- General Program Information
- EPS South Assignments

P

4

6-6-10

10

Previously RRS A-0025, Item 17  
Retention Criteria: Deputy Director decision  
Destruction Criteria: Recycle

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

20	1		<b>CASE SERVICE CONTRACTS</b> To include but not limited to: <ul style="list-style-type: none"> <li>• Authorization copies</li> <li>• Invoices</li> <li>• General Program Information</li> <li>• Contracts</li> </ul>	P		5			5	X, I	Previously RRS A-0025, Item 25 Retention Criteria: Deputy Director decision <u>Destruction Criteria:</u> Recycle
21	1		<b>MENTAL HEALTH COOPERATIVE CONTRACTS</b> To include but not limited to: <ul style="list-style-type: none"> <li>• General Program Information</li> <li>• Contracts</li> <li>• Certified Time</li> <li>• Program Review</li> </ul>	P		5			5		Previously RRS A-0025, Item 28 Retention Criteria: Deputy Director decision <u>Destruction Criteria:</u> Recycle
22	1		<b>CLIENT RECORDS</b> To include but not limited to: <ul style="list-style-type: none"> <li>• Letters</li> <li>• Appeals</li> </ul>	P		3			3	X, I	Previously RRS A-0025, Item 30 Retention Criteria: Deputy Director decision <u>Destruction Criteria:</u> Recycle
23	1		<b>STATISTICAL RECORDS</b>	P		Current			Current		Previously RRS A-0025, Item 31 Retention Criteria: Deputy Director decision <u>Destruction Criteria:</u> Recycle



ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
24	2		TRANSITION PROGRAMS To Include but not limited to: <ul style="list-style-type: none"> <li>General Correspondence, Chrons, Memos</li> <li>Workability Information</li> </ul>	P		3			3		Previously RRS A-0025, Item 32 Retention Criteria: Deputy Director decision <u>Destruction Criteria: Recycle</u>
25	.5		ADVISORY COMMITTEES To include but not limited to: <ul style="list-style-type: none"> <li>General Correspondence, Chrons, Memos</li> </ul>	P		5			5		Previously RRS A-0025, Item 34 Retention Criteria: Deputy Director decision <u>Destruction Criteria: Recycle</u>
26	1.2		BUDGET INFORMATION	P		4			4		Previously RRS A-0025, Item 35 Retention Criteria: Deputy Director decision <u>Destruction Criteria: Recycle</u>
27	1		MAPS	P		Current			Current		Previously RRS A-0025, Item 36 Retention Criteria: Deputy Director decision <u>Destruction Criteria: Recycle</u>

\* Provide total of office and departmental

Items Deleted from RRS A-0025- #22, #23, #24, #26, & # 27 Program Cancelled, No old records- all recycled.

Items Moved from RRS A-0025: #18 & 19 to A-0061, #21 to A-0043, # 29 to A-0008, # 33 to A-0033, #37 & 38 to A-1000

Total Cubic Feet 19.90